



## FY 2016 RECIPIENT GRANT AND LOAN TRAINING Summer 2015

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## Activity Projects Agenda

- Reminders
- Important Dates to Remember
- Grant Agreement Overview
- Recipient Information
- EAGL Roles
- Negotiation
- Special Terms - The "Action Items"
- General Federal Conditions

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## Activity Projects Agenda

- Required Forms (prior to signatures)
- General Terms & Conditions
- Eligible Expenses
- Match
- Backup Documentation
- EAGL Payment Request/Progress Report
- Amendments
- Closeout

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## Reminders for **all** FY 2016 Projects

- Everything is managed in EAGL!
- One system boilerplate aka GROAN
- Progress reports required with all payment request submittals (submit at least quarterly)
- Backup documentation required for all payments
- BMP Approval Form required prior to reimbursement
- Buffer requirements

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## Important Dates

- Centennial projects tagged as 319 match must follow 319 reporting requirements.
- Agreements must be signed within 6 months of the offer list date and activity must commence within 4 months of the effective date.
- All projects must be completed within **3 years** of the effective date of the agreement. **Applies to Centennial and 319 funded projects.**

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## Grant Agreement Overview

- |                                |   |
|--------------------------------|---|
| □ General Information          | □ Agreement Specific Terms and Conditions |
| □ Recipient Information        | □ Special Terms and Conditions            |
| □ Ecology Information          | □ General Federal Conditions              |
| □ Scope of Work                | □ General Terms and Conditions            |
| □ Budget                       |   |
| □ Funding Distribution Summary |   |

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## Recipient Information

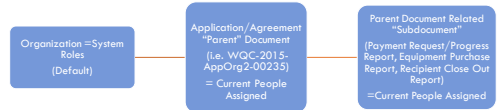
- Recipient Contacts
    - ▣ Project Manager
    - ▣ Billing Contact
    - ▣ Authorized Signatory
  - Ecology Contacts
    - ▣ Project Manager
    - ▣ Financial Manager
    - ▣ Technical Advisor
- ▣ Requires Secure Access WA and EAGL access to appear on dropdown list.
  - ▣ Authorized Signatory signs agreement or amendment.
  - ▣ Contacts are not related to role assignments.

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## EAGL Roles

### Three Levels of Role Assignments



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## EAGL Roles

- ▣ Carry over from the previous level.
- ▣ Actively manage and keep them updated.
- ▣ Person can only have one role on a document.
- ▣ Recommend at least two Authorized Officials.
- ▣ Authorized Signatory is NOT the same as Authorized Official. Can be assigned as a Reader if edit or workflow access is not needed.

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## Negotiation: Project Dates

- ▣ Effective Date = First date that eligible project costs can be reimbursed
  - ▣ Should be the actual start of project
  - ▣ Cannot be prior to final offer list publication date
- ▣ Expiration Date = Last date that eligible project costs can be reimbursed
  - ▣ Cannot exceed 36 months past Effective Date
  - ▣ End of project and final due date for all deliverables

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## Negotiation: Scope of Work

- ▣ Task Title
- ▣ Task Cost
- ▣ Task Description- A description of exactly what is being done in the task.
- ▣ Task Goal Statement- The particular objective of the project activity.
- ▣ Task Expected Outcome- A quantitative and measurable change as a result of doing the task.
- ▣ Deliverables- A quantifiable good or service that will be provided during or upon completion of a task. They should be tangible.

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## Negotiation: Scope of Work

### Description

- ▣ Should closely follow application.
  - ▣ Any changes should be discussed during negotiation. This includes removal of ineligible activities.
- ▣ Be clear and include specific details about the work to be accomplished
- ▣ Include timelines
- ▣ Use active language. Describe who is doing what.
  - ▣ Ex: "The Recipient will develop and submit a monitoring report annually..." instead of "A report will be developed..."

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## Negotiation: Scope of Work

### Deliverables (performance items)

- ▣ Deliverables should be as specific as possible
- ▣ Include quantifiable outcomes and metrics
- ▣ Include due dates or timeframes in description

Water Quality Sampling Collection Deliverables

Number	Description	Due Date
4.1	Collect samples for temperature and fecal coliform in five stations over two consecutive years, following the QAPP.	
4.2	Submit a draft Water Quality Monitoring Report to ECOLOGY's Project Manager for review and approval.	8/31/2017
4.3	Manage monitoring data to include downloading and data entry, and upload into EIM annually.	

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## Negotiation: Scope of Work

### Light Refreshments

- ▣ Limit on amount per meeting and total spent during the project on light refreshments during the project.
- ▣ Non-alcoholic beverages and edible items that may be served between meals. Meals are not eligible.

### Equipment Purchase

- ▣ Negotiate what equipment can be purchased and set spending limit.
- ▣ Should be based on application and specific to the project.
- ▣ All equipment purchases not outlined in the scope of work are ineligible unless approved by Ecology Project Manager prior to purchase.

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## Negotiation: Scope of Work

### Training

- ▣ Negotiate what type of training is eligible and how much money can be spent on trainings.
- ▣ Do not need to include Ecology trainings (i.e. load reduction training).
- ▣ Must be for technical trainings that will specifically help the recipient complete work directly associated with the project scope of work.
- ▣ All trainings not specifically mentioned in the scope of work must be pre-approved by Ecology in order to be considered eligible for reimbursement.

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## Negotiation: Scope of Work

### BMP Tracking and Invoicing

- ▣ For off-stream watering, livestock feeding and direct seed BMPs, track and document costs (by landowner) and submit with payment backup documentation.
- ▣ Ensures funding assistance limits are not exceeded.
- ▣ Landowner agreement or conservation easement required for BMP implementation on private property
- ▣ Must meet requirements found on pages 51-52 of 2016 funding guidelines.

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## Negotiation: Scope of Work

### Water Quality Monitoring Requirements

#### Quality Assurance Project Plan (QAPP)

- ▣ Approved by Ecology prior to monitoring
- ▣ Ensures quality data
- ▣ Follow Ecology's template and guidance

[http://www.ecy.wa.gov/programs/eap/qa/docs/GranteeQA\\_PP/index.html](http://www.ecy.wa.gov/programs/eap/qa/docs/GranteeQA_PP/index.html)

Ecology's QAPP contact:

Bill Kammin  
(360) 407-6964

[william.kammin@ecy.wa.gov](mailto:william.kammin@ecy.wa.gov)

- ▣ Submit data through Ecology's Environmental Information Management (EIM) system <http://www.ecy.wa.gov/eim/>

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## Negotiation: Funding Distribution (Budget)

- ▣ Funding Title
- ▣ Funding Type
- ▣ Funding Source
- ▣ Recipient Match
- ▣ Interest Rate & Terms (loan only)
- ▣ Funding Distribution Summary



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## Negotiation: Funding Distribution (Budget)

- Broken out by Funding Source & Funding Type
- Linked with tasks and expenditures on payment requests
- Buffer Incentive will have its own

By Task Funding Distribution			
Task Title	319/Centennial	Total	
Project Administration/Management	\$54,500.00	\$54,500.00	
Public Outreach/Letter Refinancing Implementation	\$85,521.00	\$85,521.00	
Wet Creek Implementation	\$14,008.00	\$14,008.00	
Removal Creek Implementation	\$15,859.00	\$15,859.00	
Information and Education (M&E)	\$160,000.00	\$160,000.00	
<b>Total</b>	<b>\$330,892.00</b>	<b>\$330,892.00</b>	

Recipient/Ecology Share			
Funding Distribution	Recipient Share	Ecology Share	Total
319/Centennial	25.00%		
	\$82,673.00	\$248,019.00	\$330,692.00
<b>Total</b>	<b>\$82,673.00</b>	<b>\$248,019.00</b>	<b>\$330,692.00</b>

Total 319/Centennial Ecology Share			
	\$82,673.00	\$248,019.00	\$330,692.00

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## Agreement Specific Terms & Conditions

- Only included to address conditions or performance items that are specific to a project and not otherwise covered in the funding agreement.
- May be rare.

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## Special Terms & Conditions (Action Items)

- Funding Recognition
  - Recipient must provide appropriate recognition of funding source on documents and other products produced during the project.
  - Appropriate signage must appear at project sites accessible to the public.
  - Ecology and EPA logos are available upon request.



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## Special Terms & Conditions (Action Items)

- Federal Reporting Requirements (319 Projects and Matching Centennial)
  - One time: Initial Reporting Sheet
    - Due before agreement is signed by Ecology
  - Annual: Load Reduction Reporting Sheet
    - Due January 15 every year and
    - Project close-out
  - EPA Funding recognition (319 only)
  - Time extension-may request up to 12 months but not to exceed fund source expiration.

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## Cultural Resources Review

- Plan ahead –give at least 2 months to finish
- Complete Department of Archaeology and Historical Preservation's (DAHP) EZ-1 Form or Ecology's version, or a cultural resources survey if it is a known sensitive area
  - Submit to Ecology's Project Manager
- Ecology acts as contact and liaison to tribes and DAHP and defers to their requests and recommendations
- Must have an inadvertent discovery plan and share with site workers
- All work is grant eligible

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## Cultural Resources Review

- Complete review consists of:
  - Ecology letters to DAHP and Tribes
  - 30 day response time for DAHP and Tribes
  - DAHP and Tribal responses (by the end of 30 days)
- These must be complete prior to implementation
- It may be possible to use another agency's review
  - Submit information to Ecology Project Manager for approval
  - Do not assume prior review is applicable
  - Determined case-by-case

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## BMP Approval Form

Written as a requirement in the FY 2016 funding guidelines (page 26).

1. All BMPs must meet the conditions of the funding guidelines and be approved by Ecology prior to installation.
2. Recipient required to submit the form to regional Project Manager (PM) that describes the implementation plan for all BMPs.
3. Recipient must receive PM approval to proceed with implementation or assumes the risk that these activities will not be reimbursed.

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## BMP Approval Form

- Great tool to track accomplishments and measurable outcomes.
  - BMP metrics (length of fence, acres of buffers, etc.)
  - Easier for reporting- progress reports, load reduction
- Ensures eligibility criteria are being met
  - Increased riparian buffer requirements
  - Livestock feeding BMPs
- Provides assurance to you and landowner that expenses will be reimbursed.

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## BMP Approval Form

### Process

1. Complete BMP Approval Form and submit to Project Manager
  - Include site plans, landowner agreement, EZ-1 form, maps, and any other supporting documents.
2. Project Manager reviews to ensure the project meets our funding eligibility criteria. May request changes.
3. Project Manager completes the Internal Use portion of the BMP approval form, then signs and dates it upon approval.
4. Project Manager notifies you of approval and uploads form into EAGL.

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## General Federal Conditions (Section 319)

- Federal Funding Accountability And Transparency Act (FFATA) Reporting Requirements
  - Purpose is to make information available online so the public can see how recipients spend federal funds.
  - Requires signature but original hard copy not required.

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## General Federal Conditions (319 & matching Centennial)

- Certification Regarding Suspension & Debarment (Executive Order 12549).
- Recipients must run a search in [www.sam.gov](http://www.sam.gov) and print a copy for agreement file.
- Must keep proof that all contractors have not been suspended or debarred.
  - Upload as a separate backup document with payment requests.
  - Form D helps track whether a copy was provided to Ecology.

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## SAM Search

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## Required Forms

- The following must be completed and submitted before a funding agreement can be signed by Ecology:
  - Section 319 funded grant
    - Section 319 Initial Data Reporting Sheet
    - Federal Accountability & Transparency Act (FFATA) Form
  - Matching Centennial funded grant
    - Section 319 Initial Data Reporting Sheet

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## General Terms and Conditions

- Pertain to all Department of Ecology grant and loan agreements
  - Contracting for Services
  - Property Rights
  - Conflict of Interest
  - Compensation
  - Audits and Inspections
  - Suspension
  - Progress reporting



\*More are included in the agreement, be sure to read thoroughly

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## General Terms & Conditions (Action Items)

- Minority and Women's Business Participation
  - Include qualified minority and women's businesses on solicitation lists.
  - Contract awards or rejections cannot be made based on MBE or WBE participation
  - Track payments to all contractors on Form D
- Procurement/Contracting
  - Must follow state procurement laws when purchasing goods and services
  - Updated procurement info:
    - <http://des.wa.gov/services/ContractingPurchasing/PoliciesTraining/Pages/default.aspx>



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## Eligible Expenses



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## Eligibility Determination

- Does this item satisfy the scope of work?
- Is the item listed as eligible in Ecology guidance?
  - Order of precedence for project guidance:
    1. Scope of work (highest precedence)
    2. Special terms & conditions
    3. General terms & conditions
    4. Funding guidelines
    5. Federal & state statutes, regulations
    6. Administrative Guidance (formerly known as yellow book)

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## Eligibility Determination

Before purchasing or contracting, an activity or item must be:

- Necessary to accomplish the scope of work written in the agreement
- Eligible for reimbursement
  - Grant Agreement, Funding Guidelines, Administrative Requirements, State and Federal laws
- Within the project area
- Purchased or provided during the time frame of the agreement
- **Not Sure? Ask your Financial Manager**

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## Types of Costs

- Direct Costs: project specific item
  - Ex) Water quality sample analysis, staff time spent on the project, project materials
- Indirect Costs (Overhead): expenses for a common or joint purpose
  - Calculated based on percentage of salaries & benefits (up to 25% allowed)
  - May itemize with justification
  - Can also be used as match



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Yellow Book pg. 30-32

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## Eligible Expenses and Activities

- Vehicle: mileage for use (\$.575/mi as of 1/1/15)
  - Vehicle rental eligible for reimbursement.
- Education and Outreach (relating to water quality)
- Water Quality Monitoring
- Best Management Practice (BMP) Implementation
- Stream restoration

★ See 2016 Guidelines pages 31-33 for a comprehensive list of eligible activities.



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## Eligible Expenses and Activities

- Training
- Equipment
  - Use fee or rental of equipment allowable if it is a cost effective alternative to purchasing.
  - Use fee/rental costs cannot exceed value of item if purchased new.
- Cultural resources costs: required if disturbing soil

**Not sure if its eligible? Ask before you do it – better safe than sorry!**



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## Ineligible Expenses and Activities

- Meals that do not qualify for per diem
- Gift cards/prepaid gas cards
- Irrigation water management (planning for IWM is eligible, implementation is not)
- Vehicle purchase
- Upland BMPs
- Educational materials that are not directly related to water quality and the project
- Off-stream watering without exclusion fencing

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## Ineligible Expenses and Activities

- BMP implementation without Ecology approval or cultural resources review completed
- Livestock bridges/crossings wider than 6 feet (No culverts) – costs can be pro-rated
- Overtime
- Equipment or training not in negotiated grant agreement or not previously approved
- Monitoring without an approved QAPP

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## Match



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## Match

- Achieve a portion of the project scope of work using other resources.
- Required 25% match (of the TEC) on all Centennial and Section 319 funded nonpoint projects.
- How do you intend to meet the match requirement?
  - In-Kind
  - Interlocal
  - Cash only
  - Any combination in-kind and cash



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Yellow Book pp. 33-36, 2014 Guidelines pg. 8

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## Eligible Match

Match activities/expenses must:

- Be eligible under our Guidelines and Administrative Requirements.
- Occur during the time frame of the grant.
- Relate directly to the activities outlined by the grant agreement.
- Benefit the same area (watershed, stream, river, etc.) addressed by the project.



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2014 Guidelines pp. 8-10

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## Eligible Match

- Federal funding match eligibility
  - Federal awarded grants are match eligible as interlocal contributions
  - Farm Bill Funding is eligible
    - CREP, CRP, EQIP, etc.
  - Other non-EPA federal grants are also eligible

**Not sure? Ask your Financial Manager!**

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## Ineligible Match

- Items that would not be eligible for Ecology reimbursement cannot count toward match.
- Cannot use match from same grant source.
  - Centennial: Ecology managed and used to match 319
  - Conservation Commission grants are not eligible.
    - Exceptions: Regional engineers' salaries (In-kind other) and Category 3 funds
- Cannot use a source that has been used as match elsewhere.
  - Check with funding agency.



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Yellow Book pp. 33-36, 2014 Guidelines pp. 8-10

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## 3 Types of Match

- Cash
- In-Kind: Interlocal
- In-Kind: Other

How do we determine which is which?



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Yellow Book pp. 33-36, 2014 Guidelines pg. 8-10

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## Cash Match

- Cash:
  - Project cost paid by recipient and not reimbursed by the grant.
- Projects exceeding an Ecology share of \$250,000 are **cash match only**
  - Goods and services provided by another government entity through an interlocal agreement may satisfy this cash match threshold.



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## In-Kind: Interlocal Match

- Interlocal:
  - Goods and services provided by a third-party governmental entity
  - A signed agreement required, following RCW 39.34 Interlocal Cooperation Act



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## In-Kind: Other Match

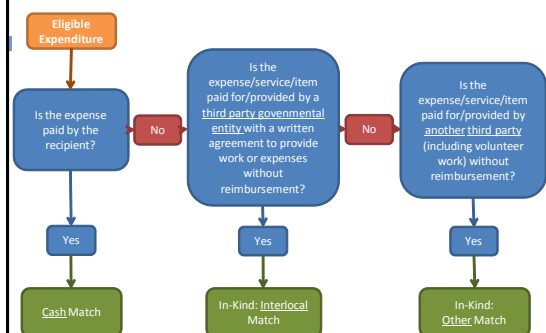
- Contributed to the project by a third party **without direct monetary compensation**
  - Ex: Volunteer events, landowner maintenance of installed BMPs, tools/material donated toward the project, donated employee services



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## What kind of match do I have?



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## Expenditure Example

C: Cash  
I: In-Kind: Interlocal  
O: In-Kind: Other

Try to designate the expense to the correct category.

- ☐ Plants purchased by recipient
- ☐ Volunteer hours for riparian planting
- ☐ Landowner equipment use
- ☐ Staff time from local government partner
- ☐ Recipient travel reimbursement
- ☐ Recipient monitoring
- ☐ Use of existing recipient equipment
- ☐ Salmon Recovery Fund Board grant work that aligns with project

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## What Documents are Required With Payment?

- All Projects:**
- Backup documentation
  - Progress Report completed (form in EAGL with payment request)
- 319 and Matching Centennial Projects:**
- Form D: Contractor Participation report (regardless of MBE/WBE participation)
    - Must be uploaded as a separate backup document and labeled as Form D
  - SAM search results for contractors
- No more A, B, C forms!!**

These forms and others can be found:  
<http://www.ecy.wa.gov/programs/wq/funding/GrantLoanMgmtDocs/GrantLoanMgmtTools.html>

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## Other Useful Forms

- Form E: Monthly Time Sheet
- Form F: Record of Meeting Attendance
- Form H: Conversion to Composite Hourly Billing Rate for Employee
- Form I: Valuation of Donated Property

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## Backup Documentation

- Recipient provides copies of invoices and receipts to verify costs.
  - ▣ Meeting Sign-in Sheets
  - ▣ Signed Timesheets
  - ▣ Receipts
  - ▣ Invoices
- Required to submit for all payment requests.
- Must be organized by task in the order it was entered in EAGL expenditure line items.



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## Backup Documentation

- Documents must be clear, legible, and support all expenses listed on the expenditure detail form.
- Time accounting documents must show each staff person, hourly rate, and number of hours worked per day by task.
- Have the most current pay rate on file (Can use Form H-conversion to composite hourly rate).
- Date of cost incurred = the date that the work was performed or date of purchase.

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## Backup Documentation

- Receipt/document for each item should include the following:
  - ▣ Date purchased or provided
  - ▣ Description of item including how many purchased/hours worked, etc.
  - ▣ Place of purchase/name of service provider
  - ▣ Price of item
- Do not send credit card statements or copies of warrants/checks. They aren't sufficient to document what was purchased. Also remember, your file is public information.

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EAGL



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## Initiate a Payment Request/Progress Report

Found under Application Menu of your agreement → Examine Related Items → Initiate (appropriate quarter) Payment Request/Progress Report

**Examine Related Items**  
Select the **View Related Items** button below to view related items such as claims, messages, etc.

**Application Menu - Related Items**  
The various sections below can link to items that are associated with this document.

Document Information: WQC-2015-08anCD-00009

Related Documents  
Start search results by: --Select-- Filter by Document Type: [Filter]

Document Type	Name	Current Status	Period Start / End Date	Created By	Last Modified By
Payment Request	Initiate a Payment Request - Jan 2015	Current Status: In Progress			
Equipment Purchase Report	Initiate a Payment Request - Jan 2015	Current Status: In Progress			

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## Initiate a Payment Request/Progress Report

### PRPR Tips

- The quarter shown is just a title and option.
- Timeframe is available during that quarter and through the following quarter (six months).
- After quarter title disappears, the title of PRPR will not correlate with billing timeframe.
- Can initiate up to three PRPRs in a quarter for monthly billing and reporting.
- Can submit a progress report without expenditures.

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## Initiate a Payment Request/Progress Report

Menu looks the same as the main agreement page. You will know you are in the PRPR when you see both the document (PRPR) and parent information (agreement).

**Payment Request Menu**

Document Information: PRPR-JacMar2015-Deer Park-00087  
Parent Information: WQC-2015-DeerPac-00011

Item #	Document Type	Organization	Role	Current Status	Period Date / Close Date
1	Payment Request	Deer Park, IL	Fund Coordinator	Payment Request/Progress Report in Process	N/A / N/A 03/31/2015 5:00PM PST

**View, Edit and Complete Forms**

Select the View Forms button below to view, edit, and complete forms.

[View Forms](#)

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## Initiate a Payment Request/Progress Report

- On the Payment Request Form, answer the required questions.

**Payment Request**

Please fill in the appropriate fields. Required fields / columns are marked with an \*. To add a row, click the **Add New** button below the expenditures grid. After entering 25 rows, click the **Add New Page** button to add another page of up to 25 rows. To delete a row, select the checkbox for that row and click the **Delete Row** button at the top of the form. Save your work often by clicking the **Save** button at the top of the form.

[Expenditures](#) | [Uploads](#) | [Download Expenditures Report](#) | [Download Modifications Report](#)

Payment Request Number: 2 **\* Final** [Go to Page 1](#)

Billing Period Start Date: 7/1/2014 **\* Billing Period End Date: 12/31/2014**

Ecology Project Manager Approval: ☒ **\* Cumulative Expenditures Entered: \$7,780.50**

**\* Do you have expenditures to report?** ☒ Yes ☐ No

- Click "SAVE."

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## Initiate a Payment Request/Progress Report

- Enter expenditure details:

Expenditures

Page 1 of 1

Item Detail #	Funding Distribution	Task Title	Item Category	Item Description	Payee
<input checked="" type="checkbox"/> 1	10299	Centennial Grant	Project Administration/Management	Salaries/Benefits	Bo's Time
<input checked="" type="checkbox"/> 2	10300	Buffer Revegetation	Buffer Revegetation	Goods and Services	Cobble Native Plants

- Add rows by hitting "enter" after all fields have been filled out, or by clicking "add row" in the bottom left corner.
- Delete by selecting the checkbox on the left, then clicking "delete row(s)" in top right corner.

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## Initiate a Payment Request/Progress Report

Match

- Bill as you get it.
- Expenditure Type Column: Identify the kind of match.
- No separate type for Cash match.

*Date Incurred End	*Amount	*Expenditure Type	*Approved/De
07/08/2014	\$200,000.00	Cash	Approved
07/08/2014	\$6,250.00	Cash	Approved
07/08/2014	\$2,500.00	Cash	Modified
		In Kind Intellectual	
		In Kind Other	

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## Initiate a Payment Request/Progress Report

- Select "Uploads" to upload backup documentation.
  - Scan documents in the same order as expenditures.
  - Clearly identify the upload in the description – the agreement number is not necessary.

**Payment Request**

Please fill in the appropriate fields. Required fields / columns are marked with an \*. To add a row, click the **Add New** button below the expenditures grid. After entering 25 rows, click the **Add New Page** button to add another page of up to 25 rows. To delete a row, select the checkbox for that row and click the **Delete Row** button at the top of the form. Save your work often by clicking the **Save** button at the top of the form.

[Expenditures](#) | [Uploads](#) | [Download Expenditures Report](#)

**Uploads**

**Upload Backup Documents**

Name of Document *	Upload *
	<a href="#">Browse...</a> <a href="#">Upload</a> <a href="#">Cancel</a>

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## Initiate a Payment Request/Progress Report

- To submit a Progress Report, go back to the "Forms Menu" and select "Progress Report."
  - In the first text box for Project Administration, report the start date of work for this Progress Report.
  - Include details.

**PROGRESS REPORT**

**Instructions:**  
Please fill in the appropriate fields. Required fields / columns are marked with an \*. To add a row, click the **Add New** button below the expenditures grid. After entering 25 rows, click the **Add New Page** button to add another page of up to 25 rows. To delete a row, select the checkbox for that row and click the **Delete Row** button at the top of the form. Save your work often by clicking the **Save** button at the top of the form.

Assigned Request Number: 4 **\* Final** [Go to Page 1](#)

Report Period Start Date: 03/01/15

**\* Key Task Progress**

Task Title	Percent Complete	Notes
Project Administration/Management	100%	Summary of accomplishments for this period. Reporting Period 1/1/2015 to 12/31/2015. Please include a brief description of the project and any accomplishments. (25 of 2550)
Conservation Requirements	0%	(25 of 2550)
Conservation Engineering/Management	0%	(25 of 2550)

Download the design and planning aspects of the project.

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## Initiate a Payment Request/Progress Report

### Payment History

- To view, go back to "Forms Menu."
- Shows totals from previous payment requests.
- Will not be updated with current payment request until approved by ECY.

**PAYMENT HISTORY**

NOTE: Any expenditures not yet approved are not included in the table below.

Funding Title	Task Title	Cumulative Approved in Other Expenditures	Cumulative Approved in Budget Expenditures	Cumulative Approved in Other Expenditures	Total Cumulative Approved Expenditures	Task Budget	Budget Variance	Eligible Costs
Continental Grant	Continental Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000,000.00	\$5,000,000.00	\$0.00
BRF Loan	Continental Engineering Management	\$0.00	\$0.00	\$0.00	\$0.00	\$1,394,810.00	\$1,394,810.00	\$0.00

**Disbursement History**

NOTE: The amount shown in the Disbursement Amount column has not been disbursed to the recipient until the status column shows "Payment Request / Progress Report Active"

Payment Request #	Disbursement Amount	Payment Request Status
1	\$0	FY16 Recipient Training 7/7/2015

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## Initiate a Payment Request/Progress Report

### PRPR Modifications

- Ecology can send the PRPR back to you for modifications.
- They will provide comments about any issues in the "Payment Request Progress Report Modification Comments" Form.
- You make edits and resubmit.

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## EAGL TIPS

- Verify that everyone has the correct role.  
ex. Authorized Official, Project Manager or Financial Officer
- Agreement must be in "Active" status.
- Can't initiate new PRPR if the previous submittal has not yet been approved by Ecology.
- SAVE often!
- You must change the status to submit your PRPR.
- Check Global Errors before submitting.

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## Where do I upload documents?

### Payment Request Expenditures Uploads Form

- Backup documentation
- SAM search results for contractors (separate upload)
- Form D (separate upload)

### Progress Report Form

- Photos, maps, or other similar items (not deliverables)

### "Uploads" Form (parent document menu)

- Deliverables stated in Scope of Work
- Reports and all other documents related to agreement

Application Form	Mr. Roger Krueger	Mr. Roger Krueger
General Information	11/24/2013 11:02:28 AM	11/24/2013 10:55:38 AM
Recipient Contacts	Mr. Roger Krueger 11/24/2013 11:02:28 AM	Beth Thompson 11/27/2013 4:16:25 PM
Uploads	FY16 Recipient Training	7/7/2015

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## Amendments



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## Amendments

- Formal process similar to agreement development
  - Your Authorized Official or Ecology are the only ones who can initiate an amendment.
  - To initiate an amendment, change the status to "Amendment Requested."
  - Can't request if a PRPR is not active or approved
  - Requires both Ecology and recipient's signatures
- Contact your Project Manager and Financial Manager!

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## When is an amendment necessary?

- ❑ Changes in project scope of work.
- ❑ Extensions: Submit request **3 Months** prior to Expiration Date
- ❑ Reduction/increase in funding amount.
- ❑ Change in deliverable due dates.
- ❑ Exceeding task budget by 10% of Total Eligible Cost or more.

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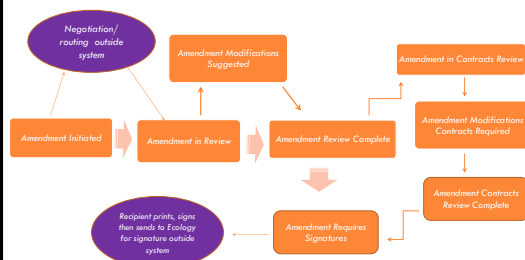
## Amendments

- ❑ Be sure to clearly describe the type and reason for the amendment on the Amendment Request Form immediately after you change the status to "Amendment Requested".

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## EAGL Amendment Workflow Statuses



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## Closeout



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## Project Closeout

- ❑ Up to 10% of the grant amount may be held until all deliverables are submitted and approved.
- ❑ Final payment requests and all required financial, performance, and other deliverables must be submitted no later than **30 days** after the funding agreement expiration date.
- ❑ 319 projects could forfeit final payment if not submitted on time.

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## Project Closeout (continued)

- ❑ Recipient Closeout Report (final report) is submitted in EAGL.
- ❑ Initiate the Closeout Report the same way you initiate a PRPR.
- ❑ Initiate prior to expiration to allow time for Ecology review and finalization.
- ❑ Formal amendment not required for grants.

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## EAGL Close Out Process and Status Flow



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## Resources

- EAGL  
<http://www.ecy.wa.gov/funding/EAGL.html>
- FY 2016 funding guidelines  
<https://fortress.wa.gov/ecy/publications/publications/1410045.pdf>
- Administrative Requirements (EAGL Yellow Book)  
<https://fortress.wa.gov/ecy/publications/summarypages/1401002.html>
- Grant and Loan Management Tools  
<http://www.ecy.wa.gov/funding/manage-funding.html>

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## If you get lost...

- Please contact your Financial and Project Managers.
- For EAGL specific support, contact a your Financial manager or a Super User:
  - Alissa Ferrell [alissa.ferrell@ecy.wa.gov](mailto:alissa.ferrell@ecy.wa.gov)  
(360) 407-6509
  - Sarah Zehner [sarah.zehner@ecy.wa.gov](mailto:sarah.zehner@ecy.wa.gov)  
(360) 407-7196



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## Questions?



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## Evaluation Survey

Please help us make subsequent workshops better by telling us how we did!

[CLICK HERE TO TAKE OUR ONLINE SURVEY](#)



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